



LOUISVILLE FORWARD

Please submit the completed form to:
DEVELOP LOUISVILLE
c/o Mary McGuire
444 South Fifth Street
Louisville, KY 40202
Office: 502-574-4016

You may also submit this request via email: VAP@louisvilleky.gov or fax: (502) 574-4199

VAP FORECLOSURE REFERRAL

Please provide your contact information (also, please notify our office if any contact information changes).

Requesting Party's Contact Information

NAME: _____ Date: _____

COMPANY/NON-PROFIT: _____

If you are asking for a foreclosure on behalf of an organization, please enter the entity's information below

ADDRESS: _____
Street Apt/Suite #

City, State Zip Code

PHONE NO: _____
Primary Phone # Alternate

EMAIL ADDRESS: _____

Property Information - You wish Metro to initiate a foreclosure proceeding against the following property:

PROPERTY ADDRESS: _____
Street Parcel ID # (if known)

City, State Zip Code

Please state your intended use of the property, if acquired:

DEFINITIONS

Abatement	Work performed by Metro to remedy a Property Maintenance violation including boarding, cleaning, mowing and demolition
Code	Code refers to the Louisville Metro Codes of Ordinances; more particularly, Chapter 156, the Property Maintenance/Nuisance Code
Foreclosure	A lawsuit to bar or terminate the interest of an owner of a property subject to a lien
Metro	Louisville/Jefferson County Metro Government
Subject Property	Property that the Requestor is asking to acquire through the foreclosure
VAP	Vacant Abandoned Property

PURPOSE AND SCOPE

The purpose to Metro's Foreclosure Program is to force an ownership change from a party who currently is not maintaining or using the property in a productive and positive manner to a party that will.

Upon receipt of this Foreclosure Request, Metro will research the property to determine whether the Subject Property is eligible for foreclosure action based on this policy.

Once the foreclosure has been commenced by Metro, Metro expects that you will bid on the property at Commissioner's Sale.

Upon filing with the Circuit Court, the case will be assigned a case number. Using that case number, any person may request to view the actual file at:

Civil Circuit Division
Office of Circuit Court
Jefferson County Judicial Center
Room 309
700 W. Jefferson St.
Louisville, KY 40202

Also using this case number, any person may contact the Master Commissioner's Office to check the sale date. It is your responsibility to track the sale date.

This Foreclosure Request in no way obligates Metro to act.

ELIGIBILITY FOR FORECLOSURE

Upon receiving this Referral, Metro will research the property including researching title. A property may be eligible for foreclosure by Metro under the following circumstances:

- (1) The Subject Property is not legally occupied.
- (2) The Subject Property does not have a current, open foreclosure by another party.
- (3) Metro has a lien against the property for violations of the Code and/or for abatement of a violation.
- (4) You have attempted to contact the owner to acquire the Subject Property, but have been unable to do so.
- (5) A public purpose is served by filing a foreclosure on the Subject Property.

STATEMENT OF UNDERSTANDING

As the Requestor of this foreclosure action, I understand that (please initial):

- (1) _____ Metro currently does NOT own the Subject Property.
- (2) _____ A foreclosure is a lawsuit filed in court.
- (3) _____ I am requesting that Metro pursue a foreclosure action in Jefferson County Circuit Court against the owner of the Subject Property.
- (4) _____ A foreclosure by Metro would be initiated based upon the expectation that I will show up at the commissioner's sale and bid on the property.
- (5) _____ Because this is a court action, Metro does not control the time-table and cannot guarantee a specific sale date.
- (6) _____ Because the property will be sold at auction, Metro cannot guarantee the outcome, including the winning bidder.
- (7) _____ Metro cannot guarantee the Subject Property's appraisal, condition or its price at auction.
- (8) _____ It is my responsibility to review and comply with the Commissioner Guidelines (see <http://www.jeffcomm.org/>) as they apply to Commissioner's Sales.
- (9) _____ It is my responsibility to track the date of the Commissioner's Sale.
- (10) _____ Metro Government does not guarantee clear title to the property at auction; therefore, I understand the purchase of a title report would greater protect my investment.

Your Signature